



Parish Office, Sports Pavilion, Hundred Acre Way, Red Lodge, Suffolk, IP28 8FQ
01 638 551 257 <http://redlodgeparishcouncil.gov.uk>

Minutes of the Meeting of Red Lodge Parish Council.

Date: Tuesday 28 February 2023
Time: 19:00
Venue: St. Christopher's Church, Boundary Road. Red Lodge. IP28 8JQ.

Present: Cllr. Richard Saul (Chairman)
Cllr. Susan Houlder (Vice-Chairman)
Cllr. Ryan Bell
Cllr. Chris Davison
Cllr. Sandra Dwan
Cllr. Ioana Tofan
Cllr. Andrew Younger

In Attendance: Clerk/RFO
D. Cllr. Andy Drummond
D. Cllr. Dawn Dicker

Non-Attendee: Cllr. Barry Botwright
Cllr. Ian Thompson

Members of the Public: 6

Notes: The following documents will be appended to the signed minutes:
• Agenda for 28.02.23

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Signed: _____ (Chairman) Date: _____

	Item	Action
1.	Chair Person's welcome.	
2.	All those present are reminded of The Openness of Local Government Bodies Regulations 2014 and that the meeting may be filmed or recorded by any members of the public. Noted	
3.	Apologies and acceptance for absence. Apologies were received and accepted for: Cllr. Botwright – family commitments and Cllr. Thompson – work commitments. Resolved	Clerk
4.	Declaration of pecuniary and local non-pecuniary interests (i) To receive declarations of pecuniary, local non-pecuniary interests and personal interests in items on the agenda and their nature including gifts of hospitality exceeding £25 (ii) To receive requests for dispensation Cllr. Houlder declared an interest on items 7.8. Noted	Chairman
5.	Members of the public are invited to speak on any item on the agenda for up to 3 minutes. (Public session is maximum 15 minutes) A representative for Mildenhall/Red Lodge Rugby spoke about the lack of a bar for the rugby home games and wanted a solution to resolve this. Noted	
6.	Confirmation of Minutes of the meetings held on 31 January 2023. The minutes for the above meeting were agreed as accurate records and duly signed by the Chairman. Resolved	Clerk
7.	Reports and Invited Speakers	
7.1	County Councillor A newsletter was circulated to all members. C.Cllr. Drummond is responsible for the parishes of Newmarket, Kentford, Herringswell, Moulton, Dalham and Red Lodge and is the portfolio holder for regulatory and environment. Cllr. Drummond has assisted with the process of implementing parking restrictions on Hundred Acre Way and with the parking restrictions on Elms Road in Red Lodge. C.Cllr. Drummond advised Red Lodge Parish Council to collaborate with West Suffolk Council regarding	

	<p>the enforcement of yellow lines. Noted</p>	
7.2	<p>District Councillors D.Cllr. Dicker informed the meeting that alternative fuel vouchers are being distributed as part of the energy bill scheme to assist with the cost of energy and has commented on the Hundred Acre Way, parking restrictions consultation. Noted</p>	
7.3	<p>The Police Newsletter was circulated to all members. Noted</p>	
7.4	<p>Update on Mildenhall/Red Lodge Rugby (i) Events Room Decoration (ii) Contract Renewal and (iii) Premises licence.</p>	
	<p>(i) Members discussed the suggestions from the Mildenhall/Red Lodge Rugby for the decoration of the events room. Members agreed that the suggestions were not constructive, however an alternative choice of paint colour for the room may be considered at a later date. Deferred</p>	
	<p>(ii) The Chairman informed the meeting that the contract for Mildenhall/Red Lodge Rugby has expired in August 2022. During a previous Parish Council meeting held in November 2022, members agreed to increase the fees for Rugby to £300 a month. Three members held a meeting with the Rugby club in January 2023 to inform the club of the increase in fees as of 01/02/2023. Noted</p>	
	<p>(iii) Members discussed the premises licence and the provision of a bar for the Rugby club. Previous councils had agreed to offer hospitality and referee changing rooms. However, the hospitality is currently an issue as the council do not have adequate bar staff for Saturday's and the bar is not financially viable on Thursday's. As an option, members discussed allowing the Rugby club to run the bar, however as the premise licence holders, the parish council collectively remain liable for any issues. An alternative option is for the Rugby Club to apply for a Temporary Events Notice (TEN), which allows the Rugby Club 72 hours to run the bar, imparting the liability to the Rugby Club. Members voted and all agreed to allow the Rugby Club to apply for a TEN for Saturday 11th March 2023. Resolved</p>	Clerk
	<p>The Mildenhall/Red Lodge working party agreed to meet on Tuesday 7th March 2023, at the Red Lodge Millennium Centre to discuss the provision of a bar for the Rugby Club, all members of the parish council were encouraged to attend. Deferred</p>	Members
7.5	<p>Update from Sunnica Working Party The Sunnica planning application is under examination by the Examining Authority. Volunteers conducted a traffic survey which indicated that La Hogue Road was a</p>	

popular route for vehicles. Cambridgeshire and Suffolk council have both agreed that the BESS will require a Hazardous Substance Consent. Sunnica have as of yet not submitted their accounts, with no indication of any financial backing.

Noted

(Note: C.Cllr. Drummond left the meeting at 20:00)

7.6 Update from Pitch Maintenance Working Party

	Isleham Farms	Parkers Pitches	Vertas
Verti-draining	x1 per annum, £85p/hr 7-9hrs.	1x full sized pitch £590+ VAT per pitch/operation, Junior pitch £450+ VAT per pitch/operation	2x season £1700+VAT=£3400+VAT
Verti-quaking		1x full sized pitch £500+ VAT per pitch/operation, Junior pitch £390+ VAT per pitch/operation	
Scarifying			£440+VAT per treatment, x2 per season
Fertiliser	x2 per annum, £2400-£3200 per application £50/hr, 4-6 hrs	x2 per annum, £475+VAT full sized pitch, £380+ VAT Junior pitch	Spring - £2710+VAT Selective liq herbicide + lq fertiliser £1081
Weed control	£300-£500 per application. £80/hr, 5-7 hrs	x1 per annum 1x full sized pitch £390+ VAT per pitch/application, Junior pitch £350+ VAT per pitch/application	
Chafer grub	As needed	As needed	As needed
Slitter	x9 per annum, £50p/hr, 5 hrs.		In-house equipment
Over-seeding		Assessed on demand	
£TOTAL/annum	6345-7875		

Members discussed the quotes for the pitch maintenance. Members all agreed to purchase a 48" Slitter S48, Thurlow Nunn Standen for in-house treatment, £313.50 exc. VAT. Members all agreed to proceed with Vertas for the pitch maintenance.

Resolved

Clerk

<p>7.7 Update from Events Working Party</p> <p>The Events Working Party (EWP) are planning the Coronation of His Majesty King Charles III. There will be stall holders, bouncy castle and ice-cream. Lightwave were asked by members and agreed to provide the sale of food. Members all agreed with the suggestion from Lightwave to work alongside Unle Bill's to cater for food.</p> <p>Members were reminded that all decisions made by the Events Working party must be made by the party and approved by the full council, the accounts for the events need to be forwarded to the full council for transparency purposes. Consideration must be given to the Red Lodge Sports Pavilion hosting the events and requiring financial support to support the overhead costs.</p> <p>Noted</p> <p>7.8 Update from the Lightwave Working Party (LWP)</p> <p>The Chairman of the LWP will be arranging a meeting with C.Cllr. Drummond, the Chairman of the parish council and Lightwave to discuss the transfer of Lightwave to a purpose built building.</p> <p>Noted</p>	<p>EWP</p> <p>SD</p>
<p>8. Financial and Clerk Reports</p> <p>8.1 Members noted that the bank reconciliation statements for January 2023 have been verified and signed by Cllr. Younger.</p> <p>Noted</p> <p>8.2 Members approved all payments in January 2023 for the Parish account.</p> <p>Resolved</p> <p>8.3 Members noted the Receipts and Payments in January 2023 for the following: (i) Parish Bank Account (ii) Deposit Bank Account (iii) Petty Cash Council (iv) Petty Cash Pavilion (iv) Credit Card</p> <p>Noted</p> <p>8.4 Members reviewed and approved the Ear Marked Reserves as of 31/01/23.</p> <p>Resolved</p> <p>8.5 Members noted the Bank Balances as of 25/01/23 for the following accounts:</p> <ul style="list-style-type: none"> • Parish Bank Account £258,929.87 • Deposit Account £107,033.01 <p>Noted</p> <p>8.6 Members noted that a VAT reclaim for £1561.01 for 01/11/2022 – 31/01/2023 has been submitted to HMRC on 21/02/2023 and has been received on 28/02/2023.</p> <p>Noted</p> <p>8.7 Members noted that the Internal Controls have been completed by Cllr. Younger.</p> <p>Noted</p>	<p>Clerk</p> <p>Clerk</p>

<p>8.8</p> <p>8.9</p> <p>8.10</p> <p>8.11</p> <p>8.12</p> <p>8.13</p> <p>8.14</p> <p>8.15</p>	<p>Members noted that the Data Protection with the Information Commissioner's Office renewal is on 20/03/2023. Noted</p> <p>Members noted that the application for the 2023/24 precept has been submitted on the 03/02/2023. Noted</p> <p>Members noted that employee contracts have been reviewed. The National Living Wage will increase from 01 April 2023 to £10.42 for those aged 23 years and over. Noted</p> <p>Members reviewed and approved the asset register 280223. Resolved</p> <p>Members noted that Red Lodge Parish Council will adopt the street lighting maintenance and repair for the amended boundary from Worlington to Red Lodge as of 01/04/2023. Noted</p> <p>Members noted that the appropriate sum for s137(4)(a) of Local Government Act 1972 in England for 2023/24 is £9.93. Noted</p> <p>Update on the outdoor gym installation. Installation of the outdoor gym has been completed, remedial works have been arranged to restore paintwork, replace rusted components, restore tarmac and kerb stones where necessary. The official opening of the gym has been arranged for Sunday 12th March 2023 by Luke Chadwick. Football Fun Factory will be offering complimentary sessions in the MUGA. Lightwave will be offering complimentary drinks and snacks. Noted</p> <p>Members noted the receipt of £2558.63 on 22/02/2023 for the Feed in Tariff, SSE. Noted</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
<p>9.</p> <p>9.1</p> <p>9.2</p>	<p>Discuss and approve any purchase</p> <p>Members all agreed to proceed with a donation of £200 to the Red Lodge Conservation Group. Resolved</p> <p>Members considered x3 card terminal quotes. Members all agreed to proceed with the quote provided by Take Payments.</p>	<p>Clerk</p> <p>Clerk</p>

	Supplier	Take Payments	RMS	World Pay	
	£ Hire/Month	Free 1 st 4 months, £10	17.95	10	
	% Credit Card Rate	0.6	1.15	1.78	
	% Debit Card Rate	0.3	1.15	0.89	
	£ Authorisation Fee	0.02	0	0.03	
	£ Virtual Terminal	0	N/A	N/A	
	Contract length	18 months	Not fixed	Not fixed	
	Additional Information	Free Upgrade A9204g	Remote payment Pax920 Pro Terminal	N/A	
Resolved					
10.	Planning Applications To Consider any Planning Applications:				
10.1	DC/23/0190/FUL Proposal: Planning application – installation of prescription collection machine to front elevation. Location: Unit 5 Bellflower Crescent, Red Lodge, Suffolk, IP28 8XQ. Members all approved the application. Resolved				Clerk
10.2	DC/23/0191/ADV Proposal: Application for advertisement consent – non illuminated vinyl signage to prescription machine. Location: Unit 5 Bellflower Crescent, Red Lodge, Suffolk, IP28 8XQ. Members all approved the application. Resolved				Clerk
10.3	AP/23/0005/HAS – Planning Appeal Notice Proposal: Householder planning application – a. first floor habitable room above detached garage b. Installation of two roof lights to rear elevation of detached garage c. addition of external staircase to side elevation. Location: 14 Poppy Close, Red Lodge, Suffolk, IP28 8FL. Members noted the appeal notice. Noted				
11.	Correspondence Received				
11.1	Members noted the Play Area Inspection reports for January 2023. Noted				
11.2	Members discussed the viability of opening a post office in Red Lodge. Cllr. Bell informed the meeting that the Parish of Eye had closed the outreach post office after 1 year of operation. The post office incurred technical issues with the second hand equipment. The post office licence for Red Lodge is currently under investigation as it still remains under the retention of the previous owners of NISA. Therefore, members agreed that currently it is not viable to open a post office in Red Lodge.				

	Resolved	
11.3	Members noted the pre-election period commences on Wednesday 22 March 2023. The website westsuffolk.gov.uk includes key dates, nomination packs and guidance on completion of nominations. Noted	
11.4	Members noted that the Electoral Commission is hosting a pre-election webinar on Tuesday 7 th March 2023. Noted	
11.5	Members noted that West Suffolk Council will be undertaking personal visits to residents to encourage voter registration. Noted	
11.6	Members to considered the consultation on revising the National Planning Policy Framework (NPPF), consultation deadline 1:45pm, 2 March 2023. Noted	
11.7	Members considered the correspondence received from a resident regarding parked vehicles causing damage to the grass verges in Red Lodge. Members all agreed that the resident should be advised to forward the complaint to Suffolk County Council and West Suffolk Council. Resolved	Clerk
11.8	Members considered the correspondence from the Emergency Planning Officer, enquiring if the Parish Council will be proceeding with a Community Emergency Plan. Members agreed to defer the emergency plan to October 2023, as the requirement of an emergency plan will be determined by the decision made by the Secretary of State on the Sunnica proposal for a solar farm. Deferred	Clerk
11.9	Members considered holding meetings with St. Christopher's Primary School and The Pines Primary School in Red Lodge, to discuss potential collaboration. Members agreed not to collaborate with the schools, as most schools have their own procedures in place it is not a straightforward task to collaborate with schools. Resolved	
12.	To confirm the date of the next Parish Council meeting scheduled for Tuesday 28 March 2023 at 19:00, St. Christopher's Church, 2 Boundary Road, Red Lodge. IP28 8JQ. The next meeting was confirmed as above. Noted	Clerk
13.	To resolve under the Public Bodies (Admission to Meetings) Act 1960, the public be excluded from the meeting, on the grounds that publicity would be prejudicial to public interest by reason of the confidential nature of the business to be transacted. None advised Resolved	

There being no further business the meeting closed at 21:18

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Signed: _____ (Chairman)

Date: _____